

## MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Local Travel Policy

1. This memorandum establishes policy for military and civilian personnel assigned to the U.S. Army Medical Department Center and School (AMEDDC&S) concerning use of local transportation necessary in the conduct of official government business within and around Fort Sam Houston (FSH).
2. According to the Joint Federal Travel Regulation, VOL I, Chapter 3, Part F, the permanent duty station (PDS) is the post of duty or official station and should be the corporate limits of the city in which the member is stationed. The PDS for military and civilians assigned to the USAMEDDC&S is defined as the San Antonio metropolitan area and the sub-installation of FSH known as Camp Bullis.
3. Transportation needs should be planned sufficiently in advance to allow economy and maximum use of government owned vehicles (GOV). GOV transportation should be coordinated with Ft. Sam Houston Readiness Logistics Business Center (RLBC). The RLBC can provide a full range of transportation vehicles, from sedans to multi-passenger vans or buses. Designated drivers may be authorized reimbursement for parking fees. Transportation expenses incurred within the PDS by use of privately owned vehicles will not be reimbursed.
4. Expenses for participants in conferences in the PDS are subject to rulings made by the Comptroller General (CG) and must meet the criteria for reimbursement. This is specified in 65 Comp Gen Decisions 738 and 739 (1986) in which the CG stated "Feeding oneself is a personal expense which a Government employee is expected to bear from his or her salary." The CG further established the following criteria for payment of meals for individuals attending conferences: no differentiation is made for attendees or presenters, "(1) meals are incidental to the meeting, (2) attendance of an employee at the meal is necessary to full participation in the business of the conference, and (3) the employee is not free to take meals elsewhere without being absent from essential discussion, lectures, or speeches concerning the purpose of the conference." When the driver is a service member on a meal card and not a participant in scheduled activities, and is unable to return to FSHG to obtain meals, reimbursement maybe provided IAW missed meals policies in effect at the time. Other individuals, such as escorts for VIPs, may be reimbursed for meals IAW the above CG decision on a case-by-case basis; approval for exceptions should be obtained in advance.

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5. Exceptions to this policy, based upon unusual and justifiable circumstances, may be submitted in writing, to the undersigned.

A handwritten signature in black ink, appearing to read 'R. Agee', is written over a horizontal line.

RICHARD L. AGEE  
COL, MS  
Chief of Staff

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